



## JOB OPPORTUNITY

**Job Title:** Administrative & Procurement Officer  
**Organization:** Watoto Childcare Ministries  
**Duty Station:** Watoto Offices.

### ORGANISATION BACKGROUND

Watoto is a family of people from all over the world who are working together to ensure that the forgotten have a place to belong. In a time of civil war, we planted Watoto Church in Kampala, Uganda to speak hope and life to the nation. As we work alongside the most vulnerable in our society, our aim is to rescue individuals and raise each one as a leader in their sphere of life so that, in turn they will rebuild the nation.

In all of this, Watoto remains a local church, committed to celebrating Christ and caring for community.

Watoto is seeking to recruit an Administrative & Procurement Officer to undertake all departmental administrative responsibilities and manage the procurement processes for Watoto Sustainability.

### KEY DUTIES AND RESPONSIBILITIES (BUT NOT LIMITED TO;)

- To coordinate office administrative activities and operations to ensure efficiency and compliance to administration and procurement policies and procedures.
- To manage general correspondences, shipments and office petty cash by monitoring payments and timely submission of accountability records.
- To maintain an efficient office filing system, budget for office requirements and track stock of office supplies.
- To compile and submit monthly and quarterly monitoring and evaluation reports with the help of farm management.
- To estimate and establish cost parameters and budgets for purchases.
- To maintain records of purchases, pricing, and other important data and ensure to create and sustain good relationships with vendors/suppliers.
- To review and analyse all vendors/suppliers, supply, and price options and negotiate the best deal for pricing and supply contracts.
- To validate supplier invoices upon receipt and confirm receipt of goods or services according to contracts and verify accuracy and quality of the products and supplies.

### QUALIFICATIONS, SKILLS AND EXPERIENCE.

- The applicant for the role should have a minimum of a degree in Procurement, office administration and other related courses.
- The ideal candidate should have at least At least 3 years working experience with procurement and administration.
- Demonstrated competence with Microsoft Office and procurement software experience preferred.
- Ability to make professional procurement decisions in a fast-paced environment.

### HOW TO APPLY:

All suitably qualified and interested candidates should send one merged PDF with a cover letter, academic documents and CV (not more than 6 pages, less than 20MB) a **Pastor's recommendation letter** to [careers@watotochurch.com](mailto:careers@watotochurch.com) (Subject Line:

Administrative & Procurement Officer - First Name, Last Name) not later than 3<sup>rd</sup> February 2019.

**ONLY SUCCESSFUL APPLICANTS WILL BE SHORTLISTED AND CONTACTED FOR INTERVIEWS**